



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	395-20		ISSUE DATE	10/15/20	CLOSING DATE	10/29/20
TITLE	Supervisor of Patients Accounts 1 or Supervisor of Patients Accounts 2					
LOCATION	Vineland Developmental Center 1676 E. Landis Avenue, PO Box 1513 Vineland, NJ 08362-1513		RANGE	R 27 / R 21		
			SALARY	\$71,858.95 - \$102,317.02 \$54,684.00 - \$77,418.81		
			OPEN TO	Current State employees		
DEFINITION	<p>Under the direction of a Business Manager 1 or 2 or other fiscal officer, supervises the billing of clients and other sources for the cost of institutional care, establishes patient accounts; supervises client's financial affairs; secures benefits and other entitlements; supervises the processing of claims and adjustments to client accounts; does related work as required.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>					
REQUIREMENTS						
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.					
EXPERIENCE	<p>SUPERVISOR OF PATIENTS' ACCOUNTS 1 Four (4) years of experience in investigation work involving the collection and/or accounting of funds.</p> <p>SUPERVISOR OF PATIENTS' ACCOUNTS 2 Three (3) years of experience in investigation work involving the collection and/or accounting of funds.</p>					
NOTE	NOTE: Applicants who do not possess the required education may substitute experience as indicated below on a year-for-year basis.					
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.					
LICENSE	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.					
IMPORTANT NOTICE						
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.					
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.					
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.					
FILING INSTRUCTIONS						
Forward a cover letter and resume electronically to: Ddd-vdc.Humanresources@dhs.nj.gov						
You must include the Job Posting # in the subject line of your email.						

New Jersey Department of Human Services is an Equal Opportunity Employer